

BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: APRIL 16, 2003 Division: TDC

Bulk Item: Yes X No Department:

AGENDA ITEM WORDING:

Approval of an Amendment to Agreement with The Market Share Company, Inc. to extend agreement until September 30, 2004 and increase compensation.

ITEM BACKGROUND:

TDC approved same at their meeting of March 18, 2003.

PREVIOUS REVELANT BOCC ACTION:

BOCC approved original agreement at their meeting of April 20, 2000.

CONTRACT/AGREEMENT CHANGES:

Amendment to extend.

STAFF RECOMMENDATIONS:

Approval

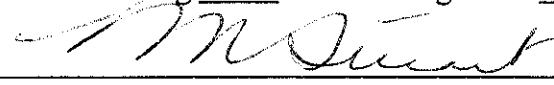
TOTAL COST: NOT TO EXCEED \$80,000 ANNUALLY **BUDGETED:** YES

COST TO COUNTY: NOT TO EXCEED \$80,000 ANNUALLY **SOURCE OF FUNDS:** TDC

REVENUE PRODUCING: Yes X No **AMOUNT PER MONTH** **Year**

APPROVED BY: County Atty X OMB/Purchasing X Risk Management X

DIVISION DIRECTOR APPROVAL:


(Lynda Stuart)

DOCUMENTATION: Included X To Follow Not Required

DISPOSITION:

AGENDA ITEM # 22

MONROE COUNTY BOARD OF COUNTY COMMISSIONERS

CONTRACT SUMMARY

Contract with:	<u>The Market Share</u>	Contract #	<u> </u>
	<u>Company, Inc.</u>	Effective Date:	<u>6/1/03</u>
		Expiration Date:	<u> </u>
Contract Purpose/Description:			

Approval of an Amendment to Agreement with The Market Share Company, Inc. to extend agreement until September 30, 2004 and increase compensation.

Contract Manager:	<u>Maxine Pacini</u>	<u>3523</u>	<u>TDC # 3</u>
	(Name)	(Ext.)	(Department/Stop #)

for BOCC meeting on 4/16/03 Agenda Deadline: 9/30/04

CONTRACT COSTS

Total Dollar Value of Contract: \$ 80,000 Current Year Portion: \$ _____
 Budgeted? Yes ☒ No ☐ Account Codes 115-75035-530340-T35M-230-X-530340
 Grant: \$ _____ - - - - -
 County Match: \$ _____ - - - - -

ADDITIONAL COSTS

Estimated Ongoing Costs: \$_____/yr
(Not included in dollar value above)

For: _____
(eg. maintenance, utilities, janitorial, salaries, etc.)

CONTRACT REVIEW

	Date In	Changes Needed	Reviewer	Date Out
Division Director	3/11/03	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	[Signature]	3/11/03
Risk Management	3/14/03	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	W. Gulas	3/14/03
O.M.B./Purchasing	3/14/03	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	[Signature]	3/17/03
County Attorney	3/3/03	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	S. Hutton	3/3/03

Comments: _____

ADDENDUM TO AGREEMENT

THIS ADDENDUM is entered into this _____ day of _____, 2003, by and between the Board of County Commissioners, Monroe County, Florida, hereinafter referred to as the County, and The Market Share Company, Inc., hereinafter referred to as "Provider".

WITNESSETH

WHEREAS, there was an agreement entered into on April 20, 2000, between the parties to provide for mail fulfillment services to promote and advertise the Florida Keys resulting from the data collected by the five (5) chambers of commerce; and

WHEREAS, the original agreement allows for an extension for one (1) additional year beyond the initial award period; and

WHEREAS, the monetary compensation needs to be revised;

NOW THEREFORE, in consideration of the mutual covenants contained herein, the parties agree to hereby amend the agreement entered into on April 20, 2000 as follows:

1. Paragraph 2. TERM, shall be amended as follows: Pursuant to the agreement entered into on April 20, 2000 this agreement is extended for one (1) additional year commencing June 1, 2003 and terminating on September 30, 2004.

2. Paragraph 3.a. COMPENSATION, shall be amended as follows: Provider shall charge twenty two thousand and eight hundred (\$22,800) dollars as an annual administration fee to cover costs of preparing reports, maintaining equipment, downloading time, three (3) months storage and other administration costs. Payment will be made in monthly installments of nineteen hundred (\$1,900) dollars.

3. The remaining provisions of the agreement dated April 20, 2000 shall remain in full force and effect.

Attest: DANNY L. KOLHAGE, Clerk

Board of County Commissioners of
Monroe County

BY: _____
Mayor/Chairman

Deputy Clerk

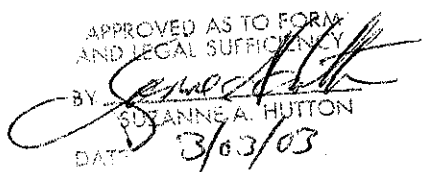
(CORPORATE SEAL)

Attest:

The Market Share Company, Inc.

BY: _____
President

Witness

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY
BY: 
SUZANNE A. HUTTON
DATE: 3/13/03

AGREEMENT FOR MAIL FULFILLMENT

THIS AGREEMENT, entered this 20th day of APRIL, 2000, by and between The Market Share Company Inc. (hereinafter "Provider"), and the Board of County Commissioners of Monroe County (hereinafter "County").

WHEREAS, the Tourist Development Council and County have individual agreements with the five (5) chambers of commerce to provide telemarketing services, the County and the Tourist Development Council (hereinafter "TDC") shall contract with the Provider for mail fulfillment services to promote and advertise the Florida Keys resulting from the data collected by the five (5) chambers of commerce.

NOW THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

1. Scope of Services: Provider shall process and mail material provided by County pursuant to data downloaded from each of five chambers of commerce in the Florida Keys. Down loading shall occur each Monday through Friday between the hours of 9:00 a.m. and 11:00 a.m. to the TDC office central computer unit. Mailing information will then be down loaded from the central unit to the The Market Share Company Inc. Only TDC approved materials may be inserted and mailed. Mailing information is to be used for TDC business only. Provider shall ink jet address with a bar-code, insert advertising and promotional materials as described below, and place each piece into U.S. mail according to the following specifications:

(a) District Fulfillment Insertion and Label: Up to five (5) brochures or similar promotional materials shall be inserted into envelopes ink jet addressed with a bar-code to send pursuant to data downloaded from the five chambers of commerce. The envelopes shall be #11 Ink jet process only. Mail shall be bulk-mail or first-class as further specified in sub-paragraph (e).

(b) Keys Guide Insertion and Label: A guide to the Florida Keys and Key West shall be mailed, per direction in sub-paragraph (d), with a pre-printed indesia, in a 6-1/4" x 9-1/2" envelope bar-coded and labeled pursuant to data downloaded from the five (5) chambers of commerce, with the total weight of 6.60 ounces. Ink jet process only. Mail shall be bulk-mail or first-class as further specified in sub-paragraph (e).

(c) Case and Tube Handling: Provider shall mail out case and tube mailings per County request

(d) Provider shall store three months supply of the materials supplied by County for mail-out. Provider shall be reimbursed the cost of storage of collateral materials, including applicable taxes, in excess of the three month supply.

(e) Provider shall mail out first-class mail, as required by the downloaded data, within twenty-four (24) hours of receipt of data, and bulk mail, as required by the downloaded data, within forty-eight (48) hours of accumulating sufficient number of bulk-mail pieces to qualify for U.S. Postal Service bulk-mail rates. County shall pay for the rental of a postage meter compatible with Provider's mailing machine of Providers choice and used solely for County. Any postal cost required by the U.S. Postmaster shall be paid directly to the U.S. Postmaster by County.

(f) Provider shall insert written materials into the envelopes with machines except where in size of the material is incompatible with Provider's equipment described in Provider's price quote which is incorporated herein by reference.

(g) Provider shall issue to County the following monthly reports:
Inventory Report: Reporting, beginning inventory plus material received less material mailed out, and ending inventory.

Postage Accounts Reconciliation Report: Reconciliation of postage funds in first class meter account and bulk mail account.

2. Term: This agreement shall commence on the first day of June, 2000, and terminate on May 31, 2003. County may elect to renew this agreement for an additional one year period, subject to an annual adjustment in the monetary terms. Either party shall have the right to cancel this contract with or without cause upon providing ninety (90) days written notice to the other party. Firm shall deliver to County all papers and other materials related to the work performed under this contract upon termination thereof. The County shall not be responsible for any expenses incurred by FIRM after the effective date of termination.

3. Compensation:

a. Provider shall charge eighteen thousand (\$18,000) dollars as an annual administration fee to cover costs of preparing reports, maintaining equipment, downloading time, three (3) months storage and other administration costs. Payment will be made in monthly installments of fifteen hundred (\$1,500) dollars.

b. Provider shall receive .23 cents per piece processed in consideration for the District Fulfillment Insertion and Label and Keys Guide Insertion and Label services described in paragraph 1, sub-paragraphs (a) and (b) in accordance with all specifications of paragraph 1. Provider shall receive five dollars and seventy five cents (\$5.75) per each pre-packed box or case for handling and one dollar and twenty five (\$1.25) cents per poster tube handling.

c. Provider will be responsible for the removal, transport and disposal of unused outdated collateral material as directed by the TDC. All costs associated with this service is reimbursable by the TDC.

d. The compensation under this agreement shall not exceed eighty thousand dollars (\$80,000), annually, subject to CPI increase if renewal is elected, and is subject to availability of funds.

e. Monroe County's performance and obligation to pay under this contract, is contingent upon an annual appropriation by the Board of County Commissioners.

4. Records - Access and Audits: The Provider shall maintain adequate and complete records to justify all charges, expenses and costs incurred in performing the work for at least three (3) years after completion of this agreement. The County shall have access to such books, records, and documents concerning the contracted services. The access to and inspection of such books, records, and documents by the County shall occur at any reasonable time. Provider understands that it shall be responsible for repayment of any and all audit exceptions identified by County. Any current or subsequent contract awards will be offset by the amount of any audit exceptions. In the event there are not funds still held by County for a contract award, the amount of audit exception shall be billed to Provider who shall promptly pay same.

5. Independent Contractor Relationship: The Provider, is and shall be, in the performance of all works, services, and activities under this agreement, an independent contractor and not an employee, agent or servant of the County. The Provider shall exercise control, direction, and supervision over the means and manner and personnel in which it and its employees perform the work.. In all respects, the "Provider's" relationship and the relationship of its employees to the County shall be that of an independent contractor and not as employees or agents of the county. Moreover, the Provider shall have no authority whatsoever to act on behalf and/or as agent for the County in any promise, agreement, or representation other than specifically provided for in this agreement. The County shall at no time be legally responsible for any negligence on the part of said contractor, its employees or agents, resulting in either bodily or personal injury or property damage to any individual, form, or corporation.

6. Modification: Additions to, modification to, or deletions from the Scope of Work and/or costs of work set forth in this contract may be made only by amendment to this agreement which must be approved in writing by the County. No modification shall become effective without written approval of County.

7. Breach and Penalties: The parties agree to full performance of the covenants contained in this contract, and the County reserves the right at its discretion, provided any breach is material, to terminate the services in this contract for any misfeasance, malfeasance or nonperformance of the contract terms or negligent performance of the contract terms by Provider. Any waiver of any breach of covenants herein contained shall not be deemed to be a continuing waiver and shall not operate to bar the County from declaring a forfeiture for any succeeding breach either of the same conditions or covenants or otherwise.

8. Insurance: See "Exhibit A" for insurance requirements.

9. Indemnification and Hold Harmless: The Provider shall indemnify and hold harmless the County, their departments, agencies, officials, employees, agents, servants and contractors, against any claims, liabilities and expenses (including reasonable attorney's fees) arising as a result of any direct and/or indirect action of Provider, its employees, agents, servants and/or contractors in the performance of the terms of this agreement or otherwise related to activity conducted in the furtherance of this agreement except to the extent that, in the case of any act of negligence, Provider reasonably relied upon material supplied by the County or any employee of County. Provider shall immediately give notice to County of any suit, claim or action made against Provider that is related to any activity under this agreement and will cooperate with the County in the investigation arising as a result of any suit, claim or action related to this agreement.

10. Permits: The Provider shall secure all required permits, and/or licenses necessary for this project.

11. Laws and Regulations: (a) It shall be understood and agreed that any and all services, materials and equipment shall comply fully with all Local, State and Federal laws and regulations. Should Provider be incorporated in, and/or perform services under this agreement in, a state other than Florida, Provider shall comply fully with the laws and regulations of all applicable states, including the State of Florida. This agreement shall be construed by and governed under the laws of the State of Florida unless in an area of law pre-empted by federal law. Provider agrees for venue of any dispute to lie in Monroe County, Florida.

- (b) Provider shall comply with all laws, including but not limited to:
- (1) The National Environmental Policy Act of 1969 (42 U.S.C. s. 4321 et seq.) and 24 C.F.R. Part 59;
 - (2) Executive Order 11988, Flood plain Management;
 - (3) Executive Order 11990, Protection of Wetlands;
 - (4) The Endangered Species Act of 1973, as amended (16 U.S.C. s. 1531 et seq.);
 - (5) The Fish and Wildlife Coordination Act of 1958, as amended, (16 U.S.C. s 661 et seq.);
 - (6) The Wild and Scenic Rivers Act of 1968, as amended, (16 U.S.C. s 1271 et seq.);
 - (7) The safe Drinking Water Act of 1974, as amended (42 U.S.C. s 300f et seq.);
 - (8) Section 401 (f) of the Lead-Based Paint Poisoning Prevention Act, as amended (42 U.S.C. s 4831 (b) et seq.);
 - (9) The Clean Air Act of 1970, as amended (42 U.S.C. s. 7401 et seq.);
 - (10) The Federal Water Pollution Control Act of 1972, as amended (33 U.S.C. s 1251 et seq.);
 - (11) The Clean Water Act of 1977 (Public Law 95-217);
 - (12) The Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1975 (42 U.S.C. s. 6901 et seq.);
 - (13) Noise Abatement and Control: Departmental Policy Implementation Responsibilities, and Standards, 24 C.F.R. Part 52; Subpart B;
 - (14) Flood Disaster Protection Act of 1973, P.L. 93-234;
 - (15) Protection of Historic and Cultural Properties under HUD Programs, 24 C.F.R. Part 59;
 - (16) Coastal Zone Management Act of 1972, P.L. 92-583
 - (17) Executive Order 11593, "Protection and Enhancement of The Cultural Environment";
 - (18) Architectural and Construction Standards;
 - (19) Architectural Barriers Act of 1968, 42 U.S.C. 4151;
 - (20) Executive Order 11296, relating to evaluation of flood hazards;
 - (21) Executive Order 11288, relating to the prevention, control and abatement of water pollution;
 - (22) Cost-Effective Energy Conservation Standards, 24 C.F.R. Part 39;
 - (23) Section 8 Existing Housing Quality Standards, 24 C.F.R. Part 882;
 - (24) Section 319 of Public Law 101-121, as provided in the "Government wide Guidance for New Restrictions on Lobbying; Interim Final Guidance" published in the December 20, 1989 Federal Register, which prohibits recipients of federal contracts or grants from using appropriated funds for lobbying in connection with a grant or contract, and requires that each which requests or receives a federal contract or grant, and their sub-recipients, disclose lobbying undertaken with non-federal funds (See attachment D); and

(25) Executive Order No. 11246 of September.

(c) The Provider shall comply with all federal, state and local laws and ordinances applicable to work or payment for work thereof, and shall not discriminate on the grounds of race, color, religion, sex, age or national origin in the performance of work under this agreement.

(d) Any violation of said statutes, ordinances, rules, regulations and executive orders shall constitute a material breach of this agreement and shall entitle the County to terminate this agreement immediately upon delivery of written notice to the Provider.

12. Taxes: The County is exempt from Federal, Excise and State of Florida Sales Tax.

13. Finance Charges: The County will not be responsible for any finance charges.

14. Severability: If any provision of this contract shall be held by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this contract, or the application of such provision other than those as to which it is invalid or unenforceable, shall not be affected thereby; and each provision of this contract shall be valid and enforceable to the fullest extent permitted by law.

15. Force Majeure: The Provider shall not be liable for delay in performance or failure to perform in whole or in part, the services due to the occurrence of any contingency beyond its control or the control of any of its sub-providers or suppliers, including labor dispute, strike, labor shortage, war or act of war whether an actual declaration thereof is made or not, insurrection, sabotage, riot or civil commotion, act of public enemy, epidemic, quarantine restriction, accident, fire, explosion, storm, flood, drought, or other act of God, act of any governmental authority, jurisdictional action, or insufficient supply of fuel, electricity, or materials or supplies, or technical failure where the Provider has exercised reasonable care in the prevention thereof, and any such delay or failure shall not constitute a breach of the agreement. The Provider shall notify the TDC of any delay or failure to perform within five (5) days of such action. Upon demand of TDC, the Provider, must furnish evidence of the causes of such delay or failure. The Provider shall not resume its performance hereunder unless provided for in the Scope of Services.

16. Assignment: Provider shall not assign, transfer, sublease, pledge, hypothecate, surrender, or otherwise encumber or dispose of this contract or any estate created by this contract or any interest in any portion of the same, or permit any other person or persons, company or corporation to perform services under this contract without first obtaining the written consent of the County. In the event of such consent, this agreement shall be binding upon the Provider's successors and assigns.

17. Disclosure: The Provider shall be required to list any or all potential conflicts of interest, as defined by Florida Statute 112 and Monroe County Ethics Ordinances. The Provider shall disclose to the County all actual or proposed conflicts of interest, financial or otherwise, direct or indirect, involving any client's interest which may conflict with the interest of the County.

18. Advertising: Prior to any advertising, publicity, or promotional materials initiated by the Provider relating to the services under this agreement, the Provider shall obtain prior written approval regarding said promotional material for the TDC before such material can be released. Materials shall be presented to the TDC for approval and shall be returned to the Provider in a timely manner. All promotional

material related to services under this agreement shall include references to the Florida Keys and Key West, and the Monroe County Tourist Development Council.

19. Additional Conditions: Provider agrees to accept additional conditions governing the use of funds or performance of work as may be required by federal, state or local statute, ordinance or regulation or by other policy adopted by County. Such additional conditions shall not become effective until Provider has been notified in writing and no such additional conditions shall be imposed retroactively.

20. Independent Professional Judgment: Provider shall at all times exercise independent professional judgment and shall assume full responsibility for the service to be provided and work to be completed.

21. Care of Property: The Provider shall be responsible to the County for the safekeeping and proper use of the property entrusted to Provider's care, to include any and all insurance for the value of the equipment and any maintenance or service contracts relating to such equipment for its service life.

22. Ethics Clause: The Firm warrants that no person has been employed or retained to solicit or secure this contract upon an Agreement or understanding for a commission, percentage, brokerage, or contingent fee and that no member of the Monroe County government or the TDC has any interest, financially or otherwise, in the Firm or its subcontractors.

23. Notice: Any notice required or permitted under this agreement shall be in writing and hand-delivered or mailed, postage prepaid by certified mail, return receipt requested, to the other party as follows:

To Provider:
The Market Share, Inc.
605 United St.
Suite 1
Key West, Florida 33040

To County:
TDC Administrative Office
1201 White St.
Suite 102
Key West, FL 33040

County shall give note to Provider of any meetings on which is an agenda item pertaining to telemarketing. Said notice shall be given so that provider has ample time to make travel arrangements for an Executive Board member to attend the meeting.

24. Termination: Termination of this agreement shall occur at the natural ending date or earlier should either party terminate with or without cause.

25. Time: Time shall be of the essence as to this agreement.

26. Public Entity Crime Statement: A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bind on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

27. Full Agreement: This writing embodies the entire Agreement and understanding between the parties hereto, and there are not other agreements and

understandings, oral or written, with reference to the subject matter hereof that are not merged herein and superseded hereby. In order to be effective any amendment and/or change to this Agreement shall be in writing recommended by the TDC and approved by the COUNTY and signed by both parties.

28. This contract has been carefully reviewed by legal counsel for both parties. Therefore, this contract shall not be strictly construed against either party on the basis of authorship.

IN WITNESS WHEREOF, the parties have executed this agreement the day and year first above written.

(SEAL)
Attest:

The Market Share Company, Inc.

By:

Monroe County Board of County Commissioners

DANNY L. KOLHAGE, Clerk

Clerk

Mayor/Chairman

Approved as to form and legal sufficiency:
Date: _____

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

BY SUZANNE A. HUTT
DATE 3/03/07

**WORKERS' COMPENSATION
INSURANCE REQUIREMENTS
FOR
CONTRACT _____**

**BETWEEN
MONROE COUNTY, FLORIDA
AND
_____**

Prior to the commencement of work governed by this contract, the Contractor shall obtain Workers' Compensation Insurance with limits sufficient to respond to Florida Statute 440.

In addition, the Contractor shall obtain Employers' Liability Insurance with limits of not less than:

\$100,000 Bodily Injury by Accident
\$500,000 Bodily Injury by Disease, policy limits
\$100,000 Bodily Injury by Disease, each employee

Coverage shall be maintained throughout the entire term of the contract.

Coverage shall be provided by a company or companies authorized to transact business in the state of Florida.

If the Contractor has been approved by the Florida's Department of Labor, as an authorized self-insurer, the County shall recognize and honor the Contractor's status. The Contractor may be required to submit a Letter of Authorization issued by the Department of Labor and a Certificate of Insurance, providing details on the Contractor's Excess Insurance Program.

If the Contractor participates in a self-insurance fund, a Certificate of Insurance will be required. In addition, the Contractor may be required to submit updated financial statements from the fund upon request from the County.

WC1

**GENERAL LIABILITY
INSURANCE REQUIREMENTS
FOR
CONTRACT _____**

**BETWEEN
MONROE COUNTY, FLORIDA
AND
_____**

Prior to the commencement of work governed by this contract, the Contractor shall obtain General Liability Insurance. Coverage shall be maintained throughout the life of the contract and include, as a minimum:

- Premises Operations
- Products and Completed Operations
- Blanket Contractual Liability
- Personal Injury Liability
- Expanded Definition of Property Damage

The minimum limits acceptable shall be:

\$300,000 Combined Single Limit (CSL)

If split limits are provided, the minimum limits acceptable shall be:

\$100,000 per Person
\$300,000 per Occurrence
\$ 50,000 Property Damage

An Occurrence Form policy is preferred. If coverage is provided on a Claims Made policy, its provisions should include coverage for claims filed on or after the effective date of this contract. In addition, the period for which claims may be reported should extend for a minimum of twelve (12) months following the acceptance of work by the County.

The Monroe County Board of County Commissioners shall be named as Additional Insured on all policies issued to satisfy the above requirements.

GL1

**VEHICLE LIABILITY
INSURANCE REQUIREMENTS
FOR
CONTRACT _____**

**BETWEEN
MONROE COUNTY, FLORIDA
AND
_____**

Recognizing that the work governed by this contract requires the use of vehicles, the Contractor, prior to the commencement of work, shall obtain Vehicle Liability Insurance. Coverage shall be maintained throughout the life of the contract and include, as a minimum, liability coverage for:

- Owned, Non-Owned, and Hired Vehicles

The minimum limits acceptable shall be:

\$100,000 Combined Single Limit (CSL)

If split limits are provided, the minimum limits acceptable shall be:

\$ 50,000 per Person
\$100,000 per Occurrence
\$ 25,000 Property Damage

The Monroe County Board of County Commissioners shall be named as Additional Insured on all policies issued to satisfy the above requirements.

VL1

**RISK MANAGEMENT
POLICY AND PROCEDURES
CONTRACT ADMINISTRATION
MANUAL**

**General Insurance Requirements
for
Other Contractors and Subcontractors**

As a pre-requisite of the work governed, or the goods supplied under this contract (including the pre-staging of personnel and material), the Contractor shall obtain, at his/her own expense, insurance as specified in any attached schedules, which are made part of this contract. The Contractor will ensure that the insurance obtained will extend protection to all Subcontractors engaged by the Contractor. As an alternative, the Contractor may require all Subcontractors to obtain insurance consistent with the attached schedules.

The Contractor will not be permitted to commence work governed by this contract (including pre-staging of personnel and material) until satisfactory evidence of the required insurance has been furnished to the County as specified below. Delays in the commencement of work, resulting from the failure of the Contractor to provide satisfactory evidence of the required insurance, shall not extend deadlines specified in this contract and any penalties and failure to perform assessments shall be imposed as if the work commenced on the specified date and time, except for the Contractor's failure to provide satisfactory evidence.

The Contractor shall maintain the required insurance throughout the entire term of this contract and any extensions specified in the attached schedules. Failure to comply with this provision may result in the immediate suspension of all work until the required insurance has been reinstated or replaced. Delays in the completion of work resulting from the failure of the Contractor to maintain the required insurance shall not extend deadlines specified in this contract and any penalties and failure to perform assessments shall be imposed as if the work had not been suspended, except for the Contractor's failure to maintain the required insurance.

The Contractor shall provide, to the County, as satisfactory evidence of the required insurance, either:

- Certificate of Insurance
- or
- A Certified copy of the actual insurance policy.

The County, at its sole option, has the right to request a certified copy of any or all insurance policies required by this contract.

All insurance policies must specify that they are not subject to cancellation, non-renewal, material change, or reduction in coverage unless a minimum of thirty (30) days prior notification is given to the County by the insurer.

The acceptance and/or approval of the Contractor's insurance shall not be construed as relieving the Contractor from any liability or obligation assumed under this contract or imposed by law.

The Monroe County Board of County Commissioners, its employees and officials will be included as "Additional Insured" on all policies, except for Workers' Compensation.

Any deviations from these General Insurance Requirements must be requested in writing on the County prepared form entitled "**Request for Waiver of Insurance Requirements**" and approved by Monroe County Risk Management.